

KUCR Visa Procurement Card – Quick Reference

The KUCR Visa p-card is intended for KUCR funded purchases, both grant and non-grant related. The KUCR Visa is primarily designed for purchases under \$5,000. Cash, alcohol and international purchases are automatically blocked on ALL credit cards. The KUCR Visa credit card is for use only by the person whose name appears on the account. Loaning your card to others will result in suspension of your account. The account is **NOT** to be used for personal expenses.

Contacting KUCR staff with credit card questions: Please email us at kucrcard@ku.edu. This email address goes to a distribution list. If the card administrator is not immediately available another staff member will answer your question. If you have a true emergency, please use the phone numbers listed at the end of this reference guide.

ALLOWABLE USES OF THE CARD: We encourage you to use your card wherever Visa is accepted as a form of payment. **Orders to KUPPS punch-out vendors should not be paid with the pcard.**

Travel: Please use your card for most of your travel related expenses i.e., conference registrations, airfare, hotels, taxi/shuttle expenses, rental car, gas for rental car, turnpike tolls & airport parking. Please note that if you use the pcard to pay for these expenses you are **required** to obtain a receipt for the purchase regardless of the amount of the expense.

MEALS WHILE TRAVELING ARE NOT ALLOWED ON THE KUCR PCARD. KUCR reimburses meals on a per diem basis.

Gasoline: You may use the card to purchase gasoline for KUCR owned vehicles or rental vehicles while traveling. Do not use the KUCR pcard to put gas in a privately owned vehicle or a vehicle what has an official "state of Kansas" tag (this includes vehicles obtained though the KU Motor Pool.)

Hospitality & Catering: You may use the KUCR pcard as a form of payment for these expenses provided they meet the following criteria:

1. The function must have an official stated business purpose. You will be required to provide a list of attendees and a detailed/itemized receipt. If alcohol is purchased, please request a separate check which must be paid separately (another form of payment not the KUCR pcard) and then you may submit the receipt for reimbursement.
2. Allowability and Applicability: If grants funds will be used for the purchase you must first obtain Post Award approval prior to the event. Please contact Michelle Ginavan Hayes at mginavan@ku.edu for approval. You will need to provide the grant number, the official business purpose and any additional details about the event. Please note that these types of expenses are not allowable expenses on some grants.

International Purchases: International purchases are handled on a case by case basis. Send an email to kucrcard@ku.edu, with the vendor name and address and the amount of the purchase. KUCR is required to review and screen all international vendors. If the vendor passes the compliance screening KUCR will contact UMB Bank to temporarily open your account for the international purchase. Please note that your total credit limit may be temporarily reduced to lower our risk for unauthorized purchases (fraud).

KUPPS Orders: Orders placed through KUPPS cannot be paid using the KUCR P-card.

Additional Uses: Internet, Regular Invoices & Local Vendors: The KUCR pcard can be used to place internet orders and is encouraged with local vendors that accept Visa as a form of payment. You may also use the pcard to pay invoices under \$5,000 provided the order was not placed in KUPPS.

NOT ALLOWABLE: Payment of KUPPS orders, Cash (ATM) advances, alcohol/liquor, 1099 reportable vendors which can include honorariums, construction/renovation expenses, research subjects, consultants or professional services, gasoline for personal (private) or state vehicles (email if you have a question), hospitality, international purchases (email for review), leases, purchases involving an equipment trade in, catering/hospitality (email first). **Personal items and meals while traveling are not allowed on the account.**

PAYPAL: Do NOT set up a personal PayPal account with your KUCR Visa card. Do not add your KUCR Visa account number to an existing PayPal account.

SALES TAXES: Please identify yourself as a KU employee and request tax exemption status prior to the purchase. Upon request KUCR can supply the vendor with a sales tax exemption certificate. Please send a written request to kucrcard@ku.edu with the vendor name, complete address and fax number. Please include your order number or other additional information that would help the vendor apply the exemption to the correct account. We do request that you attempt to obtain refunds of sales tax greater than \$5.00. If you are not able to obtain a sales tax refund or a sales tax refund is pending please note this information in the comments section of the pcard voucher. This will help KUCR audit staff during the audit process. You may be asked to provide additional information should your purchase contain sales tax and the sales tax portion of a purchase may not be allowable on a grant.

RECEIPT RETENTION: Please keep all register receipts, sales invoices, registration forms and airline tickets or itinerary as these must be turned into your card reconciler. It is your responsibility to obtain a receipt for all purchases and then to submit these receipts in a timely manner to your reconciler. Failure to retain and submit receipts may result in suspension of your account. Each receipt must be approved for payment (signed) and contain a project number.

CREDITS: If you return an item for credit the credit MUST be put back onto the credit card. Do not accept cash or store credit for the return. There are **NO** exceptions.

DISPUTES: Cardholder must first contact vendor and attempt to work out disputes. If cardholder is unable to work out the dispute, send an email to kucrcard@ku.edu describe the dispute and KUCR staff will work with both the vendor and/or UMB Bank to attempt to resolve the dispute. Please notify KUCR immediately of any disputes or discrepancies or your account as we only have 90 days to notify UMB Bank of the dispute.

UNALLOWABLE PURCHASES: If your purchase is deemed unallowable on a grant by your Post Award account team, you or your reconciler will be notified that the charge is unallowable. Your PAS account team will discuss options with you on allowability. This may include additional documentation about the purchase or discussions with the sponsor to determine allowability. After these discussions should the charge be deemed unallowable the charge at that time would be moved to your designated KUCR non-grant account. If you have questions about the appropriateness of a purchase, please contact the BPC Card Administrator.

FAQ's – KUCR Visa Credit Card

My card has been declined what do I do?

First verify with the vendor that your credit card information, including cc number, expiration date and cvv code are correct. Many declines are due to the vendor inputting an incorrect expiration date or cvv code. You can also try to self diagnose the problem by going online to www.commercialcardcenter.com. Often you can figure out the problem by looking at your account i.e., you don't have sufficient funds to cover the purchase or the vendor is actually an international vendor. Please note that you will most likely still need to contact us at kucrcard@ku.edu so that we can fix the problem.

Can my credit limit be increased?

Yes. All requests for credit limit increases must be requested via email to kucrcard@ku.edu by your supervisor. Each request will be evaluated on a case by case basis.

How can I obtain a sales tax exemption certificate?

Send an email request to kucrcard@ku.edu requesting that a sales tax exemption certificate be sent to the vendor. We will need the name, complete address (including street, city, state and zip code) and fax number of the vendor. KUCR will send this directly to the vendor for you.

How can I make an international purchase?

International purchases are handled on a case by case basis. Send an email to kucrcard@ku.edu, giving us the vendor information (including address) and the amount of the transaction. KUCR staff will review the transaction and screen the vendor through our visual compliance software. If the vendor passes the visual compliance screening test KUCR will contact UMB Bank to temporarily open your account for the international purchase. Please note that your total credit limit may be temporarily reduced to lower our risk for unauthorized purchases (fraud).

We are having an open house and want to purchase alcohol with the credit card, can I do this?

NO, alcohol is not allowed to be purchased on your KUCR credit card.

Can the credit card be used to pay for a business meal or authorized group function?

Yes in most cases. Please refer to the Hospitality & Catering section of this training guide and follow the steps outline there. Be sure to confirm that the event is allowable on your funding source before incurring the expense or you run the risk of having the charges denied and moved to your default funding account. Alcoholic beverages may not be charged to the card. Contact kucrcard@ku.edu in advance to confirm that your card profile is set correctly for the transaction. Remember that the usual information will still be required to support this expense, including the business purpose of the meal or function, the name and address of the establishment and the names and institutional title of all those included in the expenditure, so make sure you record this information for later.

I'm transferring to another department or leaving the university what do I do with my card?

Notify the BPC Card administrator as soon as you know that you will be leaving or transferring. We need to close out your account and reconcile all charges in both Peoplesoft and with UMB Bank prior to your departure.

I received a call from UMB Security and they want me to call them back, is this legitimate?

Don't be alarmed. UMB Security often calls our cardholders to review recent transactions. Should you receive a call from UMB Bank, please notify the card administrator immediately so that we can review your transactions.

When and how do I reconcile my account?

Our statement period is Cycle 7 which is from approximately the 11th of the month to the 10th of the following month. If the 11th falls on a weekend or holiday, the statement will cycle at midnight on the next full working day. Transactions download into Peoplesoft every evening (except Sunday). We ask that you reconcile the transactions within 3 business days from the download. It is important that you submit all receipts to your department reconciler so that they can reconcile the transactions within this time frame. Please refer to the RGS 2012 Pcard Force Close date calendar which can be found at: http://research.ku.edu/Procurement_Business_Credit_Card_Grant_Purchases this calendar will give you the exact dates which all transactions must be cleared. Any transaction not completed by the force close date will be subjected to being forced closed with the default accounting. This will result in additional work for your departmental staff and for expenses not posting correctly to your grant.

Are invoices still required to be approved for payment? YES! Each invoice must contain an approval signature of an authorized purchaser on the account. The project number or non-grant account number must be written on each invoice. Please sign directly on the invoice.

I've lost an invoice, what do I do? You will need to contact the vendor and request a duplicate receipt. Do this as soon as you realize the invoice is missing.

I placed my order online and did not get a receipt only an order number. What do I do now? The easiest way to obtain a document is to re-create the order. Do screen shots of each page as you move through the website until you get to the section where you are asked to input your credit card information. This will allow you to have documentation showing what you are purchasing, the cost of the individual items and a grand total. Please do not hit submit again or you will duplicate your order.

What is KUCR's sales tax exempt number? KUCR's sales tax exempt number is **KSRNKHHC2QU**.

WalMart Customer # 203681

KUCR's Office Depot sales tax exempt number is 44809889

KUCR's Home Depot sales tax exempt number is 7858643441

Pcard Contacts at KUCR

Linda Kerr, P-card Administrator 864-7732 lkerr@ku.edu

Kathy Jansen, Purchasing 864-6387, kjansen@ku.edu

Jay Darnell, Manager, Business Services, 864-7775, jdarnell@ku.edu

Linda Sadler, CFO KUCR Financial Services, 864-7239, lsadler@ku.edu